

## Claims Expeditor

Pittsburgh Regional Transit is seeking a Claims Expeditor to perform investigations and settlement of all property damage claims and property damage subrogation claims and other assignments as assigned by Claims Supervisor for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT).

### Essential Functions:

- To investigate and handle property damage claims as assigned by the Director of Claims or Claims Supervisor.
- Determines if property damage claims should be settled or declined. Obtains approval from Claims Supervisor on all settlements.
- Investigates and handles all property damage subrogation claims which include obtaining cost estimates from the bus divisions, forwarding cost estimates to the responsible party and entering payment information into Riskmaster.
- Negotiate appropriate disposition of all claims with claimants, attorneys or insurance companies, as needed.

### Job requirements include:

- High school diploma or GED.
- Minimum of two (2) years' experience in claims or property damage investigating/interviewing experience.
- Demonstrated ability in the use of Windows.
- Customer Service oriented with the ability to handle emotionally charges situations.
- Professional and effective communication skills.
- Excellent organizational skills.
- Valid PA driver's license.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Glenn Huetter  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[GHuetter@RidePRT.org](mailto:GHuetter@RidePRT.org)  
EOE